Office 365 End User/Power User

Duration 1 Day

About This Course

This course will provide students with the knowledge and skills to efficiently use Office 365 on a day-to-day basis. Students will learn how to use Outlook Online, Skype for Business, OneDrive for Business, SharePoint Online, and OneNote. At the end of this course students will be able to effectively navigate Office 365 and make use of all of the features of Office 365.

Audience(s): Anyone who is using Office 365

Technology: Office 365

Time: 9:00-12:00 and 13:00-17:00

Language: Speaker Thai / Presentation English & Thai

Prerequisites:

The prerequisites for this course are an introductory course to Windows or a solid working knowledge of Windows and basic knowledge of Microsoft Office or Microsoft Outlook.

Course Outline

	Time: 9.00 – 10.30 **Module 1: Office 365 Overview** **Lessons** ▪ Office 365 Overview ▪ Accessing Office 365 ▪ Managing Office 365 profiles ▪ Set up and use Office 365 on your phone or tablet
Mini Break	
	Time: 10.45-12.00 **Module 2: Using Outlook Online / Microsoft outlook** **Lessons** ▪ Overview of Outlook Online ▪ Working with Email and Folders ▪ Outlook People and IM Contacts ▪ Using the Calendar ▪ Shared Calendars ▪ Outlook Tasks ▪ Setting Outlook options, Signatures, Automatic ▪ Replies and Rules
Lunch Break	

Time: 13.00-14.30
Module 3: Using Skype for Business

Lessons

- Overview of Skype
- View and Set availability with Presence
- Adding Contacts and Groups
- Using headphones and setting Audio
- The interactive Contact Card in MS Office
- Communicate using Video
- Using IM (Instant Messages)
- Setting up Group/Skype meetings
- Outlook Integration – conversation history
- Sharing – Presentations, Content/Screen, Polls,
- Virtual Whiteboard
- Send to OneNote

Mini Break

Time: 14.45 – 16.00
Module 4: Using SharePoint Online

Lessons

- Getting familiar with the SharePoint admin center
- Uploading a document by drag & drop
- Uploading a document by windows explorer
- Document Version, Check-in, Check-out
- Creating a folder
- Editing a document
- Editing document properties
- Downloading a copy
- Deleting a document
- Recovering a document
- Document search
- Manage security and Sharing

Time: 16.00 – 17.00
Module 5: Using OneDrive for Business and OneNote Online

Lessons

- OneDrive Overview
- OneNote Online Overview
- Create, view, and edit files with OneDrive for Business
- Manage files with OneDrive for Business
- Create and organize a OneNote notebook
- Manage notes and share information